

## CITY OF CELINA COMMERCIAL ALARM PERMIT APPLICATION

Original: ☐ Renewal: ☐ Change of information: ☐

Name of permit holder: \_\_\_\_\_ DL # \_\_\_\_\_ State \_\_\_\_\_  
Persons name / see instructions for details.

Name of business: \_\_\_\_\_

Name of primary contact for alarm response.

Include suite numbers:

Address of business: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
(To be permitted)

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
(If different)

Site phone #:( ) \_\_\_\_\_ Cell #:( ) \_\_\_\_\_ Wk/Alt # ( ) \_\_\_\_\_  
Primary Contact Primary Contact

EMAIL: \_\_\_\_\_  
FOR NOTIFICATIONS AND RENEWAL REMINDERS

### Alarm information check all that apply:

Audible ☐ Silent ☐ Burglary ☐ Robbery ☐ Fire ☐ Medical ☐ Panic ☐

### Types of automatic activation check all that apply:

Motion ☐ Glass breakage ☐ Door ☐ Garage door ☐ Window ☐ Automatic reset ☐

Is there more than one building on premise that has alarm systems / monitoring? \_\_\_\_\_ If so, how many? \_\_\_\_\_

Does your alarm company notify the police / dispatch when alarm is set off? \_\_\_\_\_

Does your alarm company have security officers respond when set off? \_\_\_\_\_

Alarm monitoring company name: \_\_\_\_\_

Monitoring company phone #: ( ) \_\_\_\_\_

Date alarm installed: \_\_\_\_\_ Date alarm activated: \_\_\_\_\_

List at least 2 contact persons (other than the primary contact) that must be able to respond within 30 minutes and have access to the business and alarm code information.

1) \_\_\_\_\_ Best Phone( ) \_\_\_\_\_ Alt:( ) \_\_\_\_\_

2) \_\_\_\_\_ Best Phone( ) \_\_\_\_\_ Alt:( ) \_\_\_\_\_

3) \_\_\_\_\_ Best Phone( ) \_\_\_\_\_ Alt:( ) \_\_\_\_\_

Signature of Permit Holder / I have read and understand the requirements for alarm permitting. \_\_\_\_\_ Date \_\_\_\_\_

### Official Use Only

Date received: \_\_\_\_\_ Mail ☐ In Person ☐ Permit # \_\_\_\_\_ Date issued: \_\_\_\_\_ Exp: \_\_\_\_\_

Payment: Cash ☐ Check ☐ Check # \_\_\_\_\_ Receipt #: \_\_\_\_\_

CAD entry date: \_\_\_\_\_ By: \_\_\_\_\_ ID# \_\_\_\_\_

Renewal Date: \_\_\_\_\_ Renewal Notice sent via: ☐ Mail ☐ Email Date \_\_\_\_\_

## **GENERAL INFORMATION FOR ALARM USERS**

THE REQUIREMENTS FOR ALARM USERS ARE AS FOLLOWS:

### **PERMITS:**

WITHIN SIXTY (60) DAYS OF INTALLATION OF AN ALARM SYSTEM, A PERMIT MUST BE OBTAINED FOR AN ALARM SYSTEM THAT TRANSMITS OR RELAYS A SIGNAL INTENDED TO SUMMON EMERGENCY SERVICES OF THE CITY OF CELINA. PERMITS MUST BE OBTAINED BEFORE THE ALARM SYSTEM IS ACTIVATED.

IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO APPLY FOR RENEWAL PRIOR TO THE LAST DAY OF THE MONTH IN WHICH THE PERMIT EXPIRES.

PERMIT APPLICATIONS AND FEES (\$25.00) SHOULD BE MAILED TO:

**CELINA POLICE DEPARTMENT  
501 E. PECAN ST.  
CELINA, TEXAS 75009**

### **SERVICE FEES:**

THE ALARM ORDINANCE ALLOWS FOR FIVE (5) FREE FALSE BURGLARY ALARMS DURING ANY TWELVE (12) MONTH PERIOD. SERVICE FEES ARE AS FOLLOWS:

0 – 5 FALSE BURGLARY ALARMS	NO CHARGE
ALL FALSE BURGLARY ALARMS THEREAFTER	\$50.00 PER ALARM
ALL FALSE ROBBERY ALARM	\$75.00 PER ALARM
0 – 2 FALSE FIRE ALARMS	NO CHARGE
ALL FALSE FIRE ALARMS THEREAFTER	\$75.00 PER ALARM
0 – 2 EMERGENCY MEDICAL ASSISTANCE ALARMS	NO CHARGE
ALL FALSE MEDICAL ALARMS THEREAFTER	\$75.00

THE PERMIT HOLDER SHALL HAVE THIRTY (30) DAYS AFTER RECEIPT OF NOTICE TO PAY THE ASSESSED FEES FOR ANY FALSE ALARMS.

THE PERMIT HOLDER WILL BE EXEMPT FROM CHARGES FOR A FALSE ALARM NOTIFICATION IF IT IS LATER SHOWN TO HAVE BEEN JUSTIFIED. AN ALARM WILL NOT BE CONSIDERED "FALSE" IF IT IS DETERMINED THAT THE ALARM WAS CAUSED BY NATURAL OR MAN MADE CATASTROPHE, VANDALISM, TELEPHONE OUTAGE, ATTEMPTED ENTRY OR SEVERE WEATHER.

### **RESPONSIBILITY OF PERMIT HOLDER:**

THE PERSON IN CONTROL OF THE LOCAL ALARM SHALL COMPLY WITH ALL REQUIREMENTS OF OPERATION AND MAINTENANCE AS OUTLINED IN THE CITY ORDINANCE.

THE PERMIT HOLDER IS RESPONSIBLE FOR INFORMING THE CITY IN WRITING OF ANY CHANGE OF INFORMATION LISTED ON THE PERMIT APPLICATION.

### **VIOLATION:**

ANY PERSON OPERATING AN ALARM SYSTEM WITHOUT OBTAINING A PERMIT IS IN VIOLATION OF CITY ORDINANCE AND MY BE FINED UP TO \$500.00 PER DAY.

### **SUSPENSION:**

A PERMIT MAY BE SUSPENDED OR RENEWAL REFUSED IF AN ALARM SYSTEM GENERATES AN EXCESSIVE NUMBER OF FALSE ALARMS.

ANY FALSE STATEMENT OR MISREPRESENTATION OF A MATERIAL FACT MADE BY AN APPLICANT FOR THE PURPOSE OF OBTAINING AN ALARM PERMIT OR RENEWAL, WHILE MAKING A CHANGE THERETO, SHALL BE SUFFICIENT CAUSE FOR REFUSAL TO GRANT, OR SUSPENSION OF A PERMIT.

## INSTRUCTIONS FOR COMPLETING ALARM PERMIT APPLICATION

### “PERMIT HOLDER”

SHOULD BE THE PERSON CHARGED WITH THE RESPONSIBILITY OF MAINTAINING THE PREMISES AND THE OPERATION OF THE ALARM SYSTEM. THIS PERSON WILL ALSO BE HELD FINANCIALLY RESPONSIBLE SHOULD SERVICE FEES OR FINES BE ASSESSED. IF THE PERMIT HOLDER IS ALSO A RESIDENT THEY WILL BE THE FIRST PERSON CONTACTED BY POLICE DURING AN ALARM INCIDENT.

### “CONTACT PERSONS”

THE PRIMARY CONTACT WILL BE THE FIRST PERSON CONTACTED, IF UNAVAILABLE THE OTHER LISTED CONTACT PERSONS WILL BE NOTIFIED. THE FIRST PERSON IN THIS CATEGORY SHOULD BE THE MOST READILY AVAILABLE PERSON TO ANSWER THE ALARM, SHOULD THE POLICE DEPARTMENT REQUIRE SOMEONE. THIS PERSON MUST HAVE ACCESS TO THE BUILDING AND THE ALARM AND BE PREPARED TO DEACTIVATE THE ALARM. FOR THE HOMEOWNER, THIS COULD BE A CLOSE NEIGHBOR, FRIEND, RELATIVE OR THE ALARM COMPANY REPRESENTATIVE IF THEY PROVIDE THIS SERVICE. THE PERSON DESIGNATED MUST BE ABLE TO REACH THE LOCATION WITHIN THIRTY (30) MINUTES IF REQUIRED BY THE POLICE DEPARTMENT.

THE SECOND AND THIRD CONTACT PERSON(S) SHOULD MEET THE SAME REQUIREMENTS AS THE FIRST PERSON. HE / SHE WILL BE CONTACTED SHOULD THE FIRST PERSON NOT BE AVAILABLE. THE THIRD PERSON IS DESIRABLE, BUT NOT MANDATORY. THERE MUST BE TWO (2) PERSONS LISTED ON THE PERMIT APPLICATION.

A PERMIT HOLDER MUST INFORM THE CELINA POLICE DEPARTMENT OF ANY CHANGES ON THE APPLICATION WITHIN TEN (10) WORKING DAYS. NO FEE IS CHARGED FOR THE APPLICATION UPDATES. YOU CAN DOWNLOAD A NEW APPLICATION FORM AT [WWW.CELINAPOLICE.COM](http://WWW.CELINAPOLICE.COM) TO SUBMIT UPDATES. MAIL TO BELOW ADDRESS OR FAX TO 972-382-2121, FAX COPIES ONLY VALID FOR UPDATES NOT ORIGINAL OR RENEWALS.

PLEASE MAKE ALL CHECKS PAYABLE TO THE “**CITY OF CELINA**”. PERMIT FEES / RENEWAL FEES ARE TWENTY-FIVE (\$25.00) PER ALARM SITE FOR COMMERCIAL AND / OR RESIDENTIAL ALARMS, DUE AND PAYABLE PRIOR TO THE LAST DAY OF THE MONTH IN WHICH THE PERMIT EXPIRES.

UPON COMPLETION OF THE APPLICATION, RETURN ALL APPLICATION FORM WITH PAYMENT TO:

**CELINA POLICE DEPARTMENT  
501 W. E. PECAN ST.  
CELINA, TEXAS 75009**